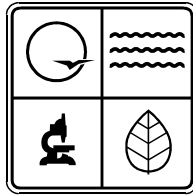


MISSOURI EMISSIONS INVENTORY SYSTEM MoEIS

QUICK START GUIDE



*Compiled and Presented by the
Environmental Assistance Office
Business Assistance Unit*

*Sponsored by the
Department of Natural Resources
Air Pollution Control Program*

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How to use the Quick Start Guide

This Quick Start Guide is intended to be used after using the MoEIS Computer Based Training CD for an overview of the system. It does not replace the CD.

This Quick Start contains pictures of screens the user will encounter in MoEIS as well as some explanatory text. The screens shown should be enough to begin using MoEIS, and if the user encounters problems at any time, there is a **HELP** button on every page that relates to the content on that page (context-sensitive help). If the **HELP** button does not have the desired information, call the APCP at the toll-free phone number shown below for questions during regular business hours. A refresher with the training CD may also be helpful.

| | |
|------|--------------------------------|
| APCP | 1-866-MoEIS4U (1-866-663-4748) |
|------|--------------------------------|

About the new MoEIS

The Missouri Emissions Inventory System (MoEIS) allows entering annual emissions data into an on-line database as a substitute for the paper version of the annual Emissions Inventory Questionnaire (EIQ). Once the static site information, including emission units with associated emission processes, controls, and emission release points, are input to MoEIS, future emissions inventories will only require entering process throughputs and making any updates that result from changes at the facility. MoEIS requires the free Adobe Acrobat Reader. If it is not installed on your computer, there is a link to download the software within MoEIS. The system was designed to work on Microsoft™ Internet Explorer Version 4 or later. It will also work with Netscape™ browsers, but the screens will look different. Macintosh users may not be able to use MoEIS even with Internet Explorer. If so, it will be necessary to use a Windows PC.

The user will still be required to submit a paper process flow diagram, EIQ Form 1.1, any supporting documentation, and a signed copy of the front page of the report, which MoEIS produces (equivalent to the paper Form 1.0) and send them with their check for the emissions fees. For calendar 2003 emissions, fees have increased to \$34 per ton.

One significant difference between the MoEIS system and conventional Internet browsing is the use of the **BACK** button. If the **BACK** button is clicked, the system will end the session, and any work in progress that has not been verified with a message “Update Was Successful”, will not be saved. Each page has a button at the bottom that says “**RETURN TO PREVIOUS PAGE**”. This button must be used instead of the back button to avoid losing data.

When and how to get started with MoEIS

You may begin entering data to MoEIS after January 1, 2003. To get to MoEIS on the Internet, type the following address into your web browser:

<https://www.dnr.mo.gov/moeis/main/login>

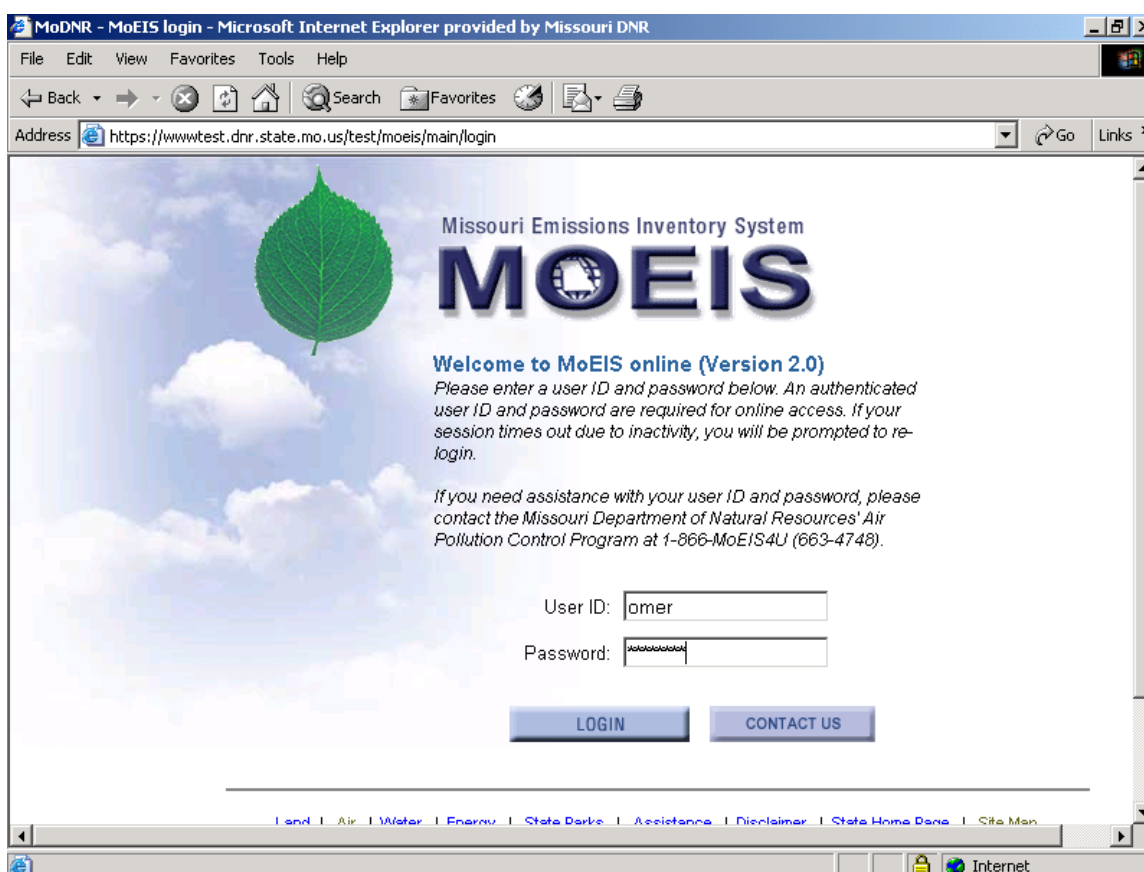
MoEIS sample screens

The directions below will highlight MoEIS screens to get you started.

1. Login Screen

The first screen is the login screen where the user's ID and password (assigned by APCP) are entered to start MoEIS. This is a secure site, and users should not allow unauthorized use of their ID and password. Taking precautions will avoid compromising a facility's emissions data. Users cannot change their password; any new passwords must be obtained by calling the MoEIS Help Desk. This includes any forgotten password that must be changed.

The following screen appears when you go to the Internet address above.



Directions

Click the mouse in the User ID box and type your user ID. Then press the Tab key on your keyboard and type your password into the Password box. You can also click the mouse in the Password Box to type your Password. Notice the Password you type is not visible. Press the Tab key or move the mouse to click the **LOGIN** button. The site list screen will appear next.

2. Site List Screen

Pictured below is the site list screen that comes up when you are logged onto MoEIS. If you only have one facility, you will only see that facility listed on the screen. If you are a parent company user with multiple sites, you will see all the sites you are authorized to update. Users will not see data on any facilities but their own. The list shown in the sample below is for test sites used in presentations. Your list will contain the site name, SIC, and address from your most recent EIQ. The FIPS is the three-digit code assigned by the federal government to uniquely identify each county in Missouri. The FIPS and county name above are fictional, created for workshop presentations. Your site will show the FIPS and the actual county name from your most recent EIQ.

Missouri Emissions Inventory System

MOEIS

There are multiple sites available for this user ID. Select a [Plant](#) from the table below to view the EIQ. Or enter search criteria to generate a new Site list.

Search by: FIPS Search for: 550 GO RESET LIST

| FIPS | County | Plant | Plant Name | Site Name | SIC | Address | City |
|------|--------|----------------------|------------|-----------|-----|---------|------|
| 550 | Zebra | 9991 | OMER TEST1 | | | | |
| 550 | Zebra | 9992 | OMER TEST2 | | | | |
| 550 | Zebra | 9993 | OMER TEST3 | | | | |
| 550 | Zebra | 9994 | OMER TEST4 | | | | |
| 550 | Zebra | 9995 | OMER TEST5 | | | | |
| 550 | Zebra | 9996 | OMER TEST6 | | | | |

CONTACT US

Directions

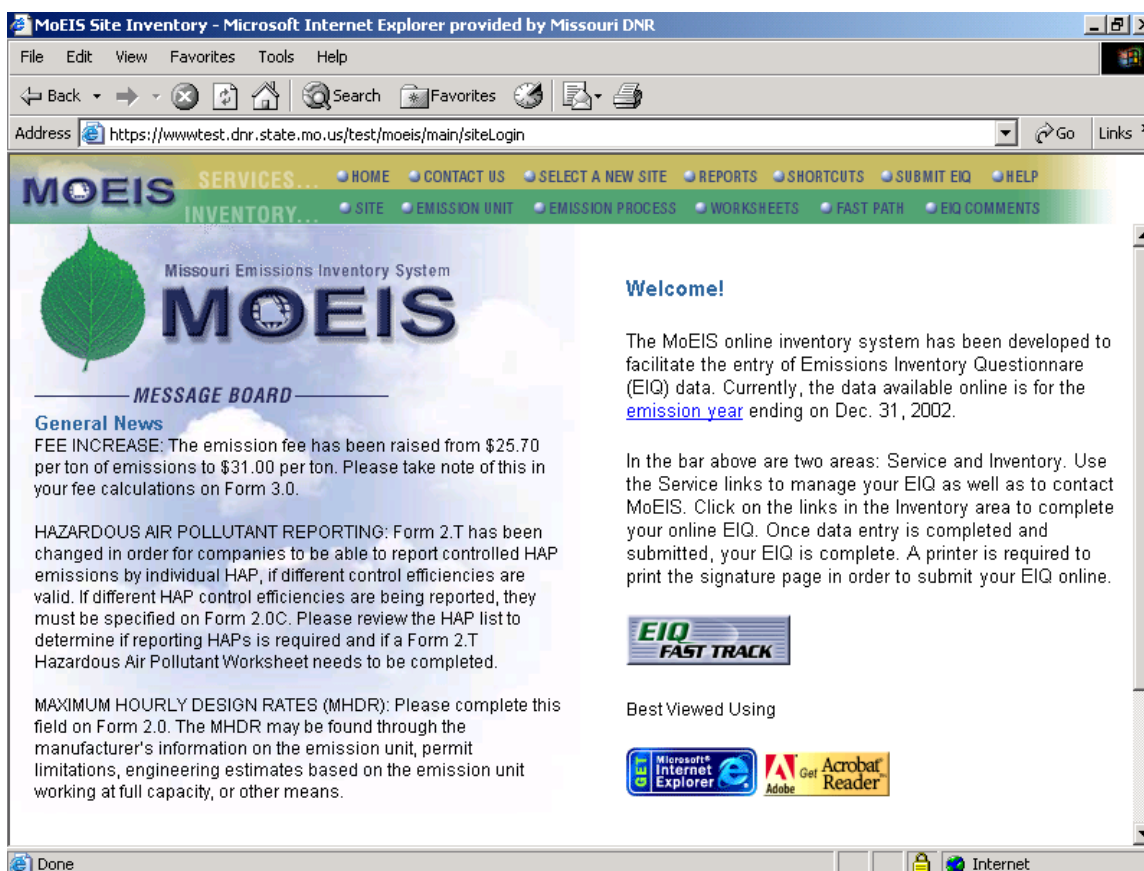
The next step in using MoEIS is to click on the plant number. Note it is highlighted and underlined. When you click the **Plant Number** link, the next screen will appear.

3. Main MoEIS Screen

This is the main MoEIS screen. There are three areas. Along the upper border, there are two button bars. In the left side is the MESSAGE BOARD. Please read the message board each time you enter MoEIS. In this area will be messages from the EIQ staff of general interest to all facilities, and any industry-specific information, such as changes made by EPA in emission factors for an industry during the past year. Finally, EIQ staff may use the MESSAGE BOARD to notify a specific facility of information relating to this year's EIQ.

The right side describes the two button bars. Also notice the underlined, highlighted text. A click on underlined, highlighted text anywhere in MoEIS brings up a glossary entry explaining that term.

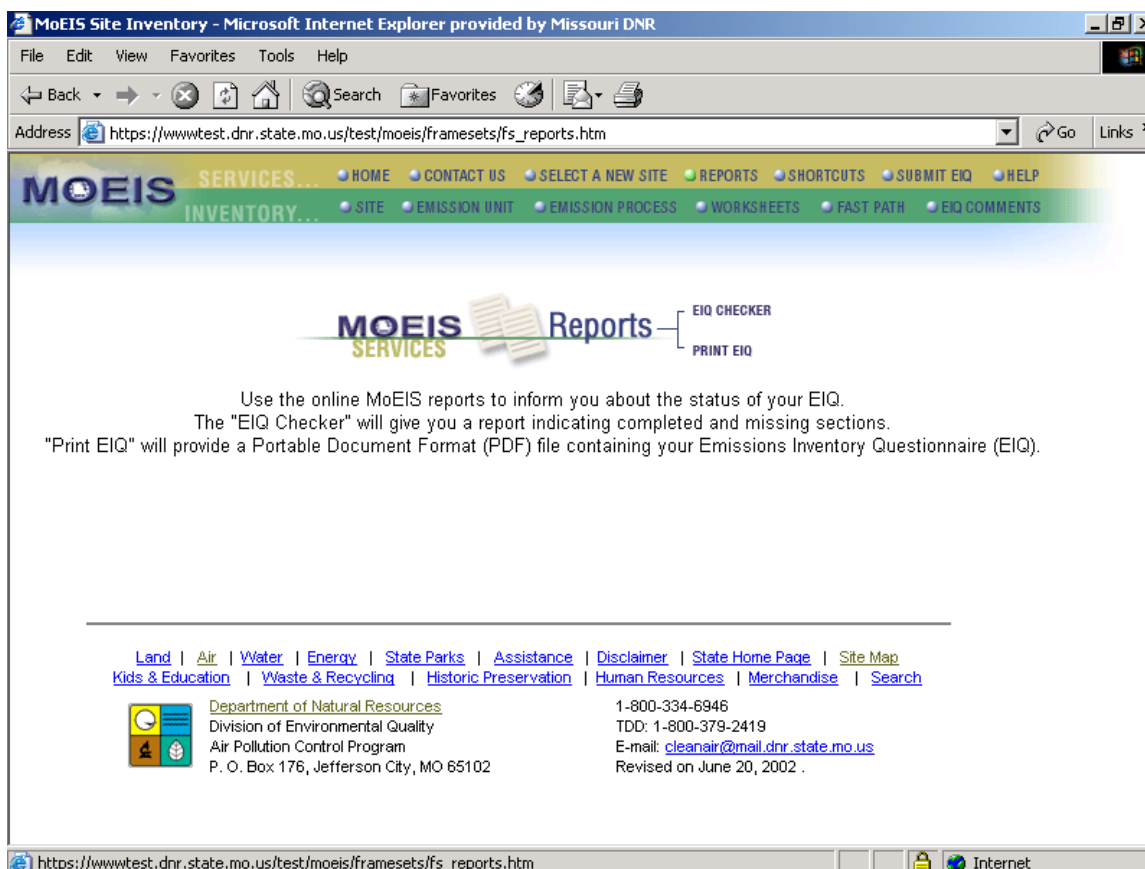
At the top of the screen are the button bars. The upper bar is for Services and the lower, Inventory bar has the tools for entering EIQ data. Users may want to compare what has been entered into MoEIS with their previous paper EIQ.



Directions

Click the **Reports** button on the Services bar and the following screen will appear.

4. Reports Screen



| | |
|-------------------|--|
| Directions | Clicking the Print EIQ button brings up another screen. |
|-------------------|--|

5. Print EIQ screen

MoEIS Site Inventory - Microsoft Internet Explorer provided by Missouri DNR

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://wwwtest.dnr.state.mo.us/test/moeis/framesets/fs_reports.htm Go Links

MOEIS SERVICES... HOME CONTACT US SELECT A NEW SITE REPORTS SHORTCUTS SUBMIT EIQ HELP
INVENTORY... SITE EMISSION UNIT EMISSION PROCESS WORKSHEETS FAST PATH EIQ COMMENTS

Print EIQ

Due to the volume of your data, your EIQ print request will be processed overnight. Upon completion of the overnight process, your printable EIQ will be e-mailed to you.

Please provide your e-mail address below.

Your e-mail:

REQUEST EIQ

[Land](#) | [Air](#) | [Water](#) | [Energy](#) | [State Parks](#) | [Assistance](#) | [Disclaimer](#) | [State Home Page](#) | [Site Map](#)
[Kids & Education](#) | [Waste & Recycling](#) | [Historic Preservation](#) | [Human Resources](#) | [Merchandise](#) | [Search](#)

Department of Natural Resources
 Division of Environmental Quality
 Air Pollution Control Program

1-800-334-6946
 TDD: 1-800-379-2419
 E-mail: cleanair@mail.dnr.state.mo.us

Done Internet

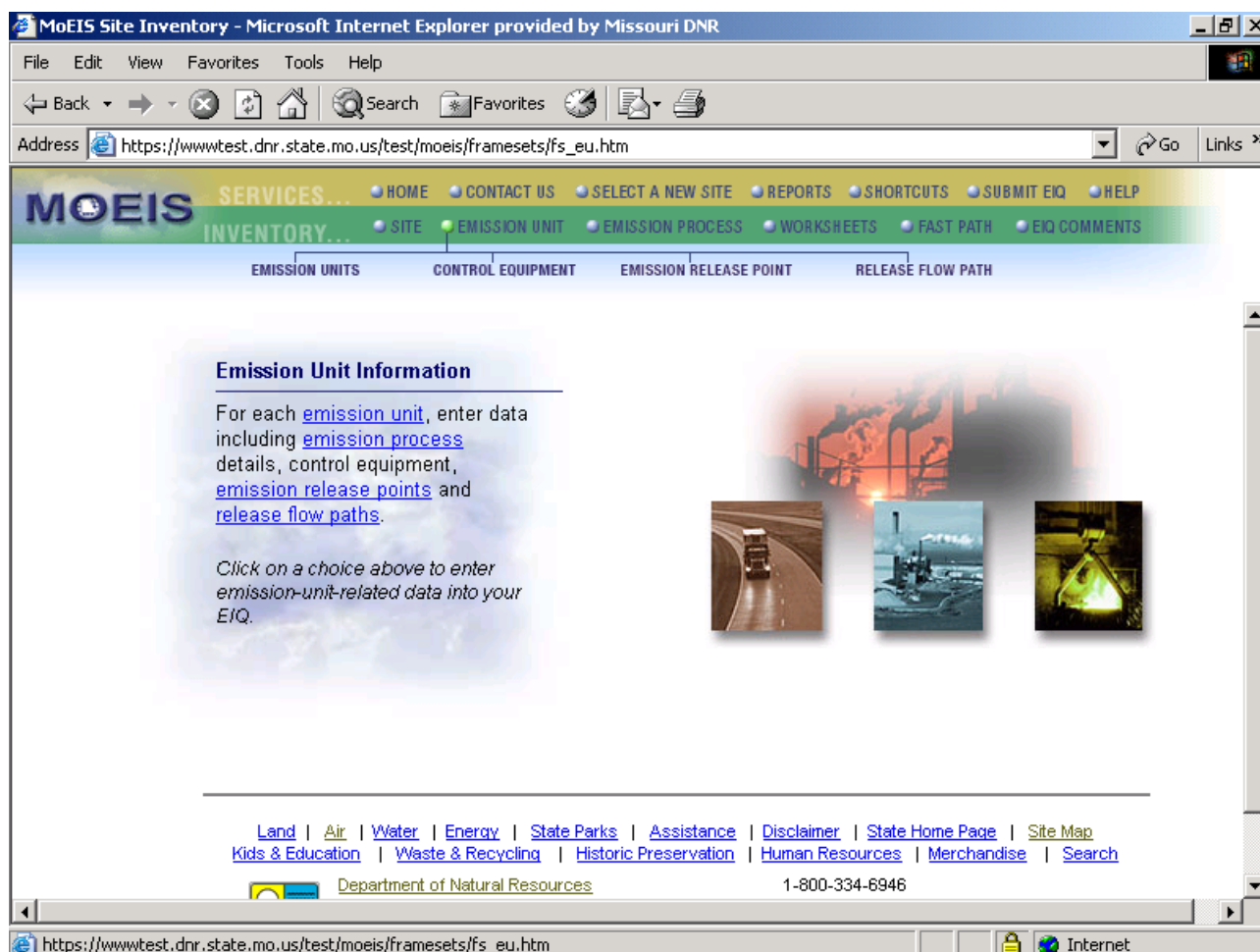
Directions

Type your email address into the box, and then click on the **REQUEST EIQ** button. Your report will be emailed to you overnight as an Adobe Acrobat PDF format file that you can print out to compare to your paper EIQ. The program returns to the previous (Reports) screen.

Next, click the **EMISSION UNITS** button on the bottom (Inventory) bar. The following screen will appear.

6. Emission Unit Screen

Emission units are brought in from your previous EIQ. Users may need to add new emission units or modify ones that are in MoEIS from the previous EIQ.



| | |
|-------------------|--|
| Directions | <p>To add new emission units: Click the Emission Units button, and click the “Add To List” button to add a new unit</p> |
| | <p>To modify Emission Units that are in MoEIS from the previous EIQ: Click on the emission unit number. The following screen is used to add or modify an emission unit.</p> |

7. Emission Unit Details Screen

MoEIS Site Inventory - Microsoft Internet Explorer provided by Missouri DNR

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://wwwtest.dnr.state.mo.us/test/moeis/framesets/fs_eu.htm Go Links

MOEIS SERVICES... HOME CONTACT US SELECT A NEW SITE REPORTS SHORTCUTS SUBMIT EIQ HELP
INVENTORY... SITE EMISSION UNIT EMISSION PROCESS WORKSHEETS FAST PATH EIQ COMMENTS

EMISSION UNITS CONTROL EQUIPMENT EMISSION RELEASE POINT RELEASE FLOW PATH

Emission Unit Details

FIPS County: 550, Zebra Emission Year: 2002
Plant: 9992, OMER TEST2 Site:

Emission Unit Details

Complete the data fields below.
* Indicates required field

* Emission Unit:
Description:
* No. of Units:
Date Installed / Modified: (mm/dd/yyyy)
No. of SCCs Used:

Related EIQ Data

Select the buttons below to obtain related EIQ data for this Emission Unit.

EMISSION PROCESSES
EMISSION RELEASE POINTS
CONTROL EQUIPMENT
RELEASE FLOW PATH

Done Internet

Directions

Click the four buttons to describe the emission unit's Emission Processes, Release Flow Path, Control Equipment, and Emission Release Point. Each of these buttons brings up a data entry screen. Those titles with a red asterisk require that data be entered into the box.

When data entry is completed in each page, click Modify. After a short time for network transmission lag, a confirmation box will be displayed that the update was successful.

Then click **Return To Previous Page (not the Back button)**.

Within the processes page, click the SCC code to bring up the maintenance page for that process. The process page is where SCC information may be corrected if necessary. To select a new SCC, click the Code List button and a table of SCC's will appear. The table may be searched by name using the "DESC 4" selection. Again, clicking on a highlighted SCC takes the user to a detailed description of that SCC and the selected SCC will replace the existing SCC when the user clicks the "modify" button.

The user has the option in any of the update screens to return to the previous page without making changes, in which case a warning message will appear, that data will be lost if the user does not click Modify. The same effect occurs if one of the buttons is used to navigate to a different page.

8. Release Flow Paths Screen

MoEIS Site Inventory - Microsoft Internet Explorer provided by Missouri DNR

Address: https://wwwtest.dnr.state.mo.us/test/moeis/framesets/fs_eu.htm

MOEIS SERVICES... HOME CONTACT US SELECT A NEW SITE REPORTS SHORTCUTS SUBMIT EIQ HELP

INVENTORY... SITE EMISSION UNIT EMISSION PROCESS WORKSHEETS FAST PATH EIQ COMMENTS

EMISSION UNITS CONTROL EQUIPMENT EMISSION RELEASE POINT RELEASE FLOW PATH

From: Emission Unit → Emission Process → Control Equipment → To: Emission Release Point

Release Flow Paths

FIPS County: 550, Zebra Emission Year: 2002
Plant: 9991, OMER TEST1 Site:

New Feature

A Release Flow Path is a new feature in the 2002 EIQ. A Release Flow Path is a "path" starting at an Emission Unit and ending at a specific Emission Release Point (where the emissions enter the ambient air, whether fugitive, vent, or stack). Included in this "path" is any control equipment that reduce emissions. To complete your EIQ, identify a Release Flow Path for each Emission Release Point on your site.

Select a Release Flow Path from the list below to see its detail information. Or enter search criteria to generate a new list.

Search by: Search for:

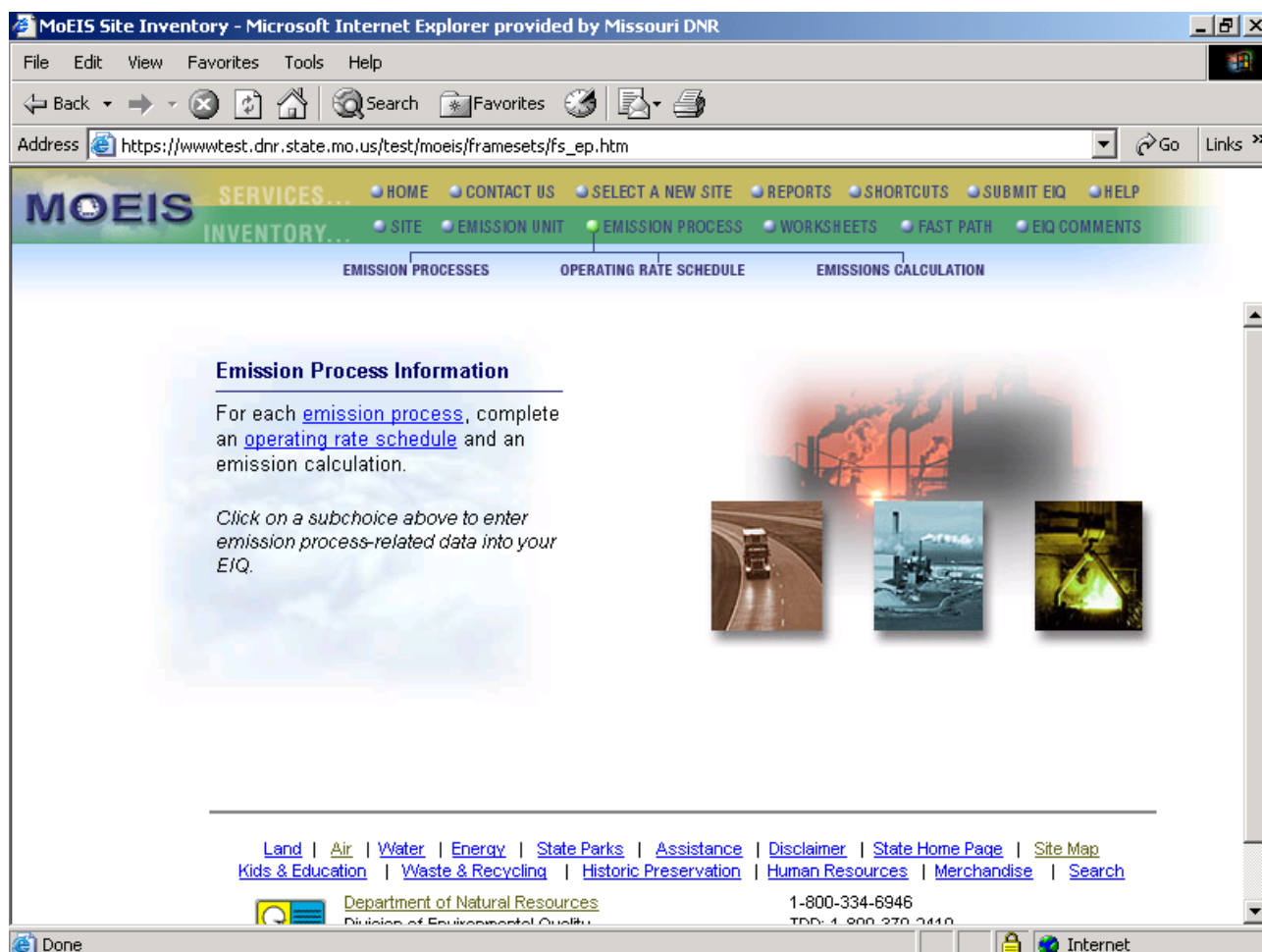
| Check to Remove | Emission Unit | Release Flow Path | % Emissions | Process Code (SCC) /Seg No. | Control Equipment | ERP ID | ERP Type |
|-----------------|---------------|-------------------|-------------|-----------------------------|-------------------|--------|----------|
|-----------------|---------------|-------------------|-------------|-----------------------------|-------------------|--------|----------|

Notice the line below the menu bar which looks like an organization chart. That is the way to navigate the data entry screens in MoEIS. Click on RELEASE FLOW PATH and the following screen appears.

The graphic just below the button bar introduces the user to the new terminology of MoEIS: Emission Unit, Flow Path, and Emission Release Point. The Emission Unit is comprised of one or more processes that generate emissions. The emissions flow from the emission unit/processes through any control devices to the emission release point, which is where the pollutants reach the ambient air. Each emission unit must be associated with a named flow path and emission release point. Emission release points roughly correspond to the Emission Points used for previous EIQs. Users will need to go through the list of emission units, flow paths, and emission release points which have been entered from previous paper EIQs, and ensure that all emission units and processes are shown, have a flow path associated with them, and an emission release point. Note that the flow path data includes control equipment in the path and the emission units associated with that flow path. ERP type is a pull-down list and can be a stack, vent, or fugitive type of release to the ambient air. Process fugitive is defined as a leak from an emission process.

When you have completed entering all the emission units, flow paths and emission release points, click the Emission Processes button. The following screen appears.

9. Emissions Process Screen



This screen is used to enter the operating rate and schedule, and to calculate emissions. The user is still required to input emission factors from AP 42 or another source, unless a worksheet is used. Worksheets are also accessed from this screen.

10. Emissions Calculation Screen

Here is a picture of the emissions calculation screen.

MoEIS Site Inventory - Microsoft Internet Explorer provided by Missouri DNR

Address: https://wwwtest.dnr.state.mo.us/test/moeis/framesets/fs_ep.htm

MOEIS SERVICES... HOME CONTACT US SELECT A NEW SITE REPORTS SHORTCUTS SUBMIT EIQ HELP
INVENTORY... SITE EMISSION UNIT EMISSION PROCESS WORKSHEETS FAST PATH EIQ COMMENTS

EMISSION PROCESSES OPERATING RATE SCHEDULE EMISSIONS CALCULATION

FIPS County: 550, Zebra Emission Year: 2002
Plant: 9991, OMER TEST1 Site:

Select a Process Code (SCC) from the list below to see the Emission Calculation . Or enter search criteria to generate a new list.

Search by: Emission Unit Search for: GO RESET LIST

| Emission Unit | Process Code (SCC) | Seg No. | SIC | Comment (Y/N) | Emission Factor UOM | SCC Description 4 |
|---------------|--------------------------|---------|------|---------------|---------------------------|--------------------------|
| 1 | 10300603 | 0 | 8221 | N | Million Cubic Feet Burned | < 10 Million Btu/hr |
| 1 | 50200101 | 0 | 8221 | N | Tons Burned | Multiple Chamber |
| 2 | 10300502 | 0 | 8221 | N | 1000 Gallons Burned | 10-100 Million Btu/hr ** |
| 2 | 10300602 | 0 | 8221 | N | Million Cubic Feet Burned | 10-100 Million Btu/hr |

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Department of Natural Resources
 Division of Environmental Quality
 Air Pollution Control Program

1-800-334-6946
 TDD: 1-800-379-2419
 E-mail: cleanair@mail.dnr.state.mo.us

http://www.dnr.state.mo.us/dsp/index.html

Start | WhereRU? (...) | Omer Rober... | Microsoft W... | MoEIS Site... | 9:22 AM

The site in the above screen has two emission units and each has two processes generating emissions.

| | |
|-------------------|---|
| Directions | Clicking on the process code (SCC) takes the user to the following screen where emission factors and calculated emissions may be checked. |
|-------------------|---|

MoEIS Site Inventory - Microsoft Internet Explorer provided by Missouri DNR

Address: https://wwwtest.dnr.state.mo.us/test/moeis/framesets/fs_ep.htm

Navigation: HOME CONTACT US SELECT A NEW SITE REPORTS SHORTCUTS SUBMIT EIQ HELP
SITE EMISSION UNIT **EMISSION PROCESS** WORKSHEETS FAST PATH EIQ COMMENTS

EMISSION PROCESSES OPERATING RATE SCHEDULE **EMISSIONS CALCULATION**

Emissions Calculation

FIPS County: 550, Zebra Emission Year: 2002
Plant: 9991, OMER TEST1 Site:

Emission Unit: 1 Process (SCC): 50200101 Seg No.: 0
Annual Throughput: 4.9000000000 lbs./Tons Burned

Select a Pollutant to see its detail information.

| Check to Remove | Pollutant | Source of Emission Factor | Emission Factor (lbs./unit) | Ash or Sulfur % | Overall Control Efficiency % | Actual Emissions (tons/year) |
|--------------------------|-----------|---------------------------|-----------------------------|-----------------|------------------------------|------------------------------|
| <input type="checkbox"/> | PM10 | AP-42 or Fire | 4.700000000 | 0.0000000000 | 0.00000 | 0.0100 |

REMOVE CHECKED ITEMS FROM LIST ADD TO LIST RETURN TO PREVIOUS PAGE

Directions**To modify an emission factor**

Click the pollutant, then make modifications in the emission factor screen, click Modify and when the message appears that the update is successful, click **RETURN TO PREVIOUS SCREEN**.

To add a new emission factor

Click the ADD TO LIST button and go through the update process in the Emissions Calculation Detail screen that appears. Users should check to be sure that all emission factors for each process have been brought into MoEIS from the previous EIQ.

If an emission factor has to be added, users may find emission factors on line at <http://www.epa.gov/ttn/chief/ap42/index.html> that is the electronic version of the AP 42, Compilation of Emission Factors. You may also call the EAO at 1-800-361-4827 for assistance.

To input throughputs and the operating rate and schedule, use either the Operating Rate Schedule button, or use the Fast Path button. Fast Path is one of the shortcuts MoEIS provides to reduce the number of screens the user must navigate. If there are any worksheets associated with any emission processes at the site, click the “Worksheets” button and enter the required worksheet information.

Submitting your EIQ when you are finished

When finished with all emission units/processes, flow paths (including controls), and emission release points, the EIQ is ready to be submitted. Click the Submit EIQ button on the Services bar. The EIQ Checker will run before the EIQ can be submitted. This checks whether all emission unit processes have a flow path and an emission release point. If not, an error message appears telling the user where the missing data occurs so that corrections can be made.

If the EIQ is complete, the program asks the user for their email address for the PDF file of the completed EIQ. When the EIQ has been successfully submitted, exit by closing the browser. The PDF EIQ is emailed overnight, and the first page is then printed for signature. Include the signed page with the Process Flow Diagram and emissions fees and mail to the APCP. Certified mail is recommended.

NOTE: Once the EIQ has been submitted, the site data is flagged as complete in the system and cannot be modified. If a mistake is discovered which must be corrected, users must call the MoEIS Help Desk and ask that their site be reopened for update. Staff will examine the data to see if reopening is appropriate and if so, will notify the user that the site may be updated.

The PDF file of the EIQ is a permanent record, just like a paper copy and may be archived on a CDR, DVD, or tape. The file may be printed out to provide a paper record of the completed EIQ.

If a question is not answered in the HELP or on the training CD, be sure to call MoEIS Help Desk during regular business hours. Questions will be compiled into the FAQ section for future users.